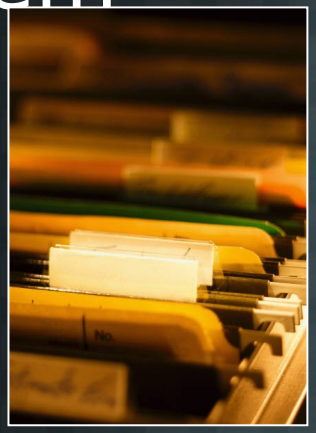
ARIMS

The Army Records Information Management System



A Dining Facility Guide to ARIMS

Army Center of Excellence, Subsistence

ARIMS - Highlights

- Steps to Effective Record Keeping
  - The FIRST step is to read AR 25-400-2

    Chapter 1 – Principles of ARIMS,
    Chapter 2 – Prescribing Directives,
    Chapter 5 – Filing Procedures,
    Chapter 6 – Labeling Procedures, and
    Chapter 7 – Disposition Standards.

  - The SECOND step is to become familiar with

    the ARIMS Website at:

    https://www.arims.army.mil

Dining Facility Guide at:
www.quartermaster.army.mil/aces/garrison/management.html

ARIMS – Highlights/Chapter 1

- AR 25-400-2 Highlights

Chapter 1-(a) Principles of ARIMS

- Focus is on long-term and permanent records.
- Allows business process to manage short-term records.
- Simplifies recordkeeping for individuals

For the Dining Facility…

- Majority of records are short-term.
- “KEEP IT SIMPLE”
- Example: Kitchen Requisition and Returns Worksheet

  *** Disposed of when “no longer needed”.

ARIMS – Highlights/Chapter 1, Cont.

- AR 25-400-2 Highlights

Chapter 1-(c) Disposition Instructions

- All records are categorized as two types.
- Short-term: No value beyond business process.
- Long-term: For historical, lessons learned, or research.

Disposition Instruction Codes

- Codes begin with “K” for Keep or “T” for Transfer.
- All K codes apply to short-term records.
  (Kept until no longer needed: less than 6 years.)
- The T codes apply to long-term records.
  (Kept until no longer needed, transferred: over 6 years.)

ARIMS – Highlights/Chapter 1, Cont.

AR 25-400-2 Highlights

Chapter 1-(d) Retention of Records

- **K records:** based on the period of time that the **creating office** needs to keep them in order to **meet business needs**.
  - ✓Once the period of time is met, the records should be destroyed. Held no longer than 6 years.

- **T records:** applied by the servicing Records Holding Area (RHA) or the Army Electronic Archives (AEA) to which the records are transferred.

ARIMS – Highlights/Chapter 2

AR 25-400-2 Highlights

Chapter 2-(a) Prescribing Directives

- **At a minimum:** identification should include a description of each record category, to include which are transfers (T) and which are keep (K) records.
- **In Addition:** retention periods for K records will be stated in the prescribing directive.
  - ✓ EXAMPLE: If 2 years is the time required to meet the business needs for a specific record, that is how long the record will be kept.
- Prescribing Directive: DA Pam 30-22

ARIMS – Highlights/Chapter 2, Cont.

AR 25-400-2 Highlights

Prescribing Directive "Current"

- **DA Pam 30-22, 1-5 Files**

  Files and the disposition of all documents related to Army garrison food service, the Army field feeding system, and troop issue support activity operations are maintained in accordance with AR 25–400–2.

This was written prior to the conversion from MARKS to ARIMS and presented several difficulties when managing records under ARIMS. The Army Center of Excellence, Subsistence (ACES) began the process of updating DA Pam 30-22 to DA Pam 30-22 (Change 1).

ARIMS – Highlights/Chapter 2, Cont.

- AR 25-400-2 Highlights

  Prescribing Directive "Revised"

  - **DA Pam 30-22 (Change 1), 1-5 Files**

    a. All documents and file records related to Army garrison food service, the Army field feeding system, and troop issue support activity operations are maintained and disposed of in accordance with AR 25-400-2, Army Records Information Management System (ARIMS).

    b. Disposition instructions contained in ARIMS refer to records being kept until "no longer needed for conducting business", then dictate further disposition.

ARIMS – Highlights/Chapter 2, Cont.

AR 25-400-2 Highlights

Prescribing Directive "Revised"

- **DA Pam 30-22 (Change 1), 1-5 Files**

  c. For the purpose of the Army Food Program, "no longer needed for conducting business" is defined as "a minimum of six months active, then six months inactive" for all Keep (K) category records with no events and with assigned records retention duration of zero, with the following exceptions:

  1) For ARIMS record numbers 30-22c, 30-22bb, 30-22e, 30-22f2, 30-22g, and 30-22r, "no longer needed for conducting business" is defined as a "minimum of one year active, then one year inactive".
  2) For ARIMS record numbers 30-22j and 30-22k, "no longer needed for conducting business" is defined as "six years".

ARIMS – Highlights/Chapter 2, Cont.

AR 25-400-2 Highlights

Prescribing Directive "Revised"

- **DA Pam 30-22 (Change 1), 1-5 Files**

  d. All Transfer (T) category records will use the ARIMS Records Retention Schedule, Army (RRS-A) for records dispositions. Transfer (T) category records with a disposition of "no longer needed for conducting business" will be managed as follows:

  1) For records with a scheduled retention period of two or more years will be held in the Current Files Area (CFA) for a minimum of two years. Review records annually.
  2) Records that have met the required 2 year requirement and are determined to be "no longer needed for conducting business" will be transferred to the Records Holding Area (RHA).
  3) When a DA Form 3032 is used as a deferred payment vehicle (generally in emergency situations) it will be maintained in the same manner as DD Form 1544 (ARIMS record number 30-22a) See paragraph 3-27.

ARIMS – Highlights/Chapter 5

- AR 25-400-2 Highlights

5-3 Examining, Assembling, and Fastening

- Examine records: ensure complete.
- Remove unnecessary attachments.
- Missing information: attach note of action taken.

5-4 Using Guides and Folders

- Use guides to divide records.
- Use folders to consolidate, retrieve, and protect.
- The term “Dummy Folder”:

  NOT a recognized term in ARIMS. Should not be used.

ARIMS – Highlights/Chapter 5, Cont.

- AR 25-400-2 Highlights

5-5 Arranging Records

- Unless specified by the prescribing directive, records should be arranged in a manner that **best suits the business or reference needs of an office**.
- Exception: Privacy Act (PA) records.

5-10 Office Records Lists (ORL)

- Required.
- Best used for T code records.
- Must register for an account on ARIMS website.

ARIMS – Highlights/Chapter 6

- AR 25-400-2 Highlights

6-1 ARIMS Record Titles

- Labels may be created using the records titles in ARIMS or with working titles that:

  best fit the business/reference use of the records in an office, or both.

For the Dining Facility

- Creating office.
- Best method for identification and retrieval.
- Evaluator's, Inspector's, and Reviewer's.

ARIMS – Highlights/Chapter 6, Cont.

- AR 25-400-2 Highlights

6-2 Labeling

- All folders and containers must be labeled.
- Clearly marked.
- Labeling: All methods of identification.
- Required information on labels:
  Letter K or T, year, and PA notice.

6-2 (b) Methods of Labeling

- At the discretion of the office of record.
- Typewritten, computer, writing on labels with colored pens.
- Labels printed from ARIMS:
  Required information only. Will not print “Production Schedule”.

ARIMS – Highlights/Chapter 6, Cont.

- AR 25-400-2 Highlights

6-2 (c) Several folders, drawers, containers

- First guide, folder, drawer, or container needs to show required label information.
- Remaining: identified by name, number, or other feature identifying contents.
- Placed anywhere that is visible.
- Uniform placement can be established.
- Color coding can be used.
- Keep it Simple…

ARIMS – Highlights/Chapter 7

- AR 25-400-2 Highlights

7-1 Disposition Standards

- Record categories: Transfer (T) and Keep (K).
- If not a T record, it is a K record.

7-1 (b) Disposition of K Records

- Applied in the Office of Record IAW business needs or prescribing directive.
- Kept until “no longer needed to support the business process”.
- No longer than 6 years.

  Does not mean that all K records will be kept the entire 6 years.

ARIMS

The Army Records Information Management System

A Guide to Dining Facility Records Management

Army Center of Excellence,
Subsistence

ARIMS – DFAC Records

Dining Facility Records Management

Effective records management at the dining facility should include an understanding of the following:

- The prescribed directive DA Pam 30-22 (Change 1).
- File storage requirements.
- File organization.
- Records identification and retrieval.
- Folder identification and retrieval.
- File identification – record labeling.

ARIMS – DFAC Records, Cont.

Dining Facility Records Management

Prescribed Directive – DA Pam 30-22 (Change 1) and record supplies.

- Identify dining facility K records.
- Identify dining facility “Event” records.
- Identify dining facility T records.
- Review disposition and retention instructions.
- Adequate space and storage area.
- Adequate supplies.

ARIMS – DFAC Records / Storage

Dining Facility Records Management

File Storage

- Number of filing cabinets required:
  - The number of filing cabinets will be determined by the size of the dining facilities operation: one, two, or more.
- Separate category records:
  - Clearly mark and separate K category records from T category records.
- Separate Year records:
  - Clearly mark and separate Fiscal Year records from Calendar Year records.
- Separate differing retention period records:
  - 6 month active/inactive, 1 year, 2 year, 6 year, etc.

Dining Facility Records Management

File Organization

- 6 month active and 6 month inactive:
  - Records are “grouped” for ease of management.
    - Group 1 FY Files: 1 Oct through 31 Mar
    - Group 2 FY Files: 1 Apr through 30 Sep
    - Group 1 CY Files: 1 Jan through 30 Jun
    - Group 2 CY Files: 1 Jul through 31 Dec
- 1 year active and 1 year inactive:
  - Managed in the same manner as 6 month files – as a group.
- End of Inactive Retention – Destroy.
- Review records monthly, quarterly, and annually.

ARIMS – Records Identification

Dining Facility Records Management

Records Identification and Retrieval

- Filing Cabinets Clearly Labeled
  - Identify records within each file drawer.
- Drawer labels correspond to file guides.
- Minimum information required.

EXAMPLES:

K: 6 MONTH ACTIVE FILES (FYXX)

30-22d Dining facility operations
30-22h Ration request, issue, delivery, and account status files

K: 6 MONTH INACTIVE FILES (FYXX)

30-22d Dining facility operations
30-22h Ration request, issue, delivery, and account status files

ARIMS – Records Identification, Cont.

Dining Facility Records Management

Records Identification and Retrieval

EXAMPLE using 1 drawer for several record types:

FOOD PROGRAM FILES (YEAR)
Calendar Year: (KE)
30 General food program correspondence files
30-22b Menus files

Fiscal Year: 6 Year files (KE)
30-22j Food facility establishment files
30-22k Facility and equipment layout reviews

Note: The line clearly shows the division between CY and FY records.

ARIMS – Folder Identification

Dining Facility Records Management

Folder Identification and Retrieval

- Create an Office Records List:
  - Optional – Requires ARIMS Registration.
  - Advantage: Quick links to dining facility record retention schedules.
  - Disadvantage – ARIMS record titles only.
- Create a File Index for Records:
  - Suggested – Created Spreadsheet, Document, etc...
  - Advantage – Quick identification and retrieval of records.
  - Posted – First record in file, where easily viewed, or on computer for review and retrieval.

ARIMS – Folder Identification, Cont.

EXAMPLE of a File Index:

Location	Record No.	Record Title	Disposition Year Type	Folder Title
File Drawer 1	30	General food program correspondence files	(KE6) CY	Memorandum for Record – Subsistence Support of Field Exercise
				Food Service Flasher Message #0104
	30-22b	Menus files	(KE6) CY	Master Menu
				Cyclic Menus
Continue list for all folders in File Drawer….				
File Drawer 2	30-22m	Unsatisfactory subsistence files	(K) 6 month Active/6 month Inactive CY	DA Form 1608-R (Unsatisfactory Material Report)
	30-22d	Dining facility operations	(K) 6 month active/6 month inactive FY	DA Form 3034 (Production Schedule)
				AFMIS-AJK-421 (Production Schedule Report)
				DA Form 3032 (Signature Headcount Sheet)
Continue list for all folders in File Drawer….				

ARIMS – File Identification

Dining Facility Records Management

File Identification

- Dining Facility Records Labeling
  - ARIMS Objective:

    Simplify records keeping, retrieval, and management.
  - Labeling Records:

    Labeling may be accomplished in any manner that best suits the business needs of an office.
  - Required Information IAW ARIMS.
  - Evaluator’s, Inspector’s, and Reviewer’s.

ARIMS – File Identification, Cont.

Dining Facility Records Management

File Identification

EXAMPLE "File Guide" Labels:

K Dining facility operations
(04)
NA
Keep until NLN, NTE 6 YR, then destroy

ARIMS Standard File Label

K 30-22d Dining facility operations
(FY04)
NA
Keep until NLN, NTE 6 YR, then destroy
6 MO ACTIVE/ 6 MO INACTIVE

ARIMS Standard File Label with Additional Information

Remember:

Labeling may be accomplished in any manner that best suits the business needs of an office.

ARIMS – File Identification, Cont.

Dining Facility Records Management

File Identification

EXAMPLE "Folder" Labels:

30-22d (FY04)
DA Form 3034
Production Schedule
October (1st through 15th)

Identifying by Form Number

30-22d (FY04)
Production Schedule
DA Form 3034
October (1st through 15th)

Identifying by Form Title

When there are several folders, drawers, or other containers with records under the same category, only the first folder, drawer, or container needs to show all of the required label information; the remaining folders, drawers, or containers need only be identified by the name, number, or other feature identifying the contents. (See 6-2 Labeling, paragraph c.)

ARIMS – File Identification, Cont.

Dining Facility Records Management

File Identification

- File Guide Labeling
  - All required information on the label.
- Folder Labeling
  - Only the information needed to identify and retrieve.

Example of a Dining Facility Folder Label:

Too much information?
Easy to identify record?
Is allowed IAW ARIMS?

Privacy Act # N/A Event Driven No
Production Schedules (1-15)
Disposition Authority N1-AU-00-15
Additional Disposition Authority
Record # 30-22d Record Type Keep
Permanent Record No Duration 1 yr.
Directive 30-22
Year Type FY04 Calendar Type NOV 03

ARIMS – File Identification, Cont.

Dining Facility Records Management

File Identification

EXAMPLES – Which would you prefer to use?

Suggested

K 30-22d Dining facility operations (FY04)
NA
Keep until NLN, NTE 6 YR, then destroy
6 MO ACTIVE/ 6 MO INACTIVE

File Guide

30-22d **Production Schedule** (FY04)
DA Form 3034
October (1st through 15th)

Folder Label

Currently in Use

K: Dining Facility Operations (04)

PRODUCTION SCHEDULES 1-15

File Guide

Privacy Act # N/A Event Driven No
Production Schedules (1-15)
Disposition Authority N1-AU-00-15
Additional Disposition Authority
Record # 30-22d Record Type Keep
Permanent Record No Duration 1 yr.
Directive 30-22
Year Type FY04 Calendar Type NOV 03

Folder Label

ARIMS

The Army Records Information Management System

A Guide to using the ARIMS Website

Army Center of Excellence, Subsistence

ARIMS – Website Navigation

ARIMS Website https://www.arims.army.mil

Records Management Tools

- E-Card - Multimedia Guide to using ARIMS.
- ARIMS Uses Guide - PDF.
- Records Retention Schedules (RRS-A).
- Help – Frequently Asked Questions.
- Registration:
  - Create Office Records List (ORL)
  - Print Retention Summary
  - Print File Labels – ARIMS standard labels.

ARIMS – Website Navigation, Cont.

ARIMS Website

Access Records Retention Schedules

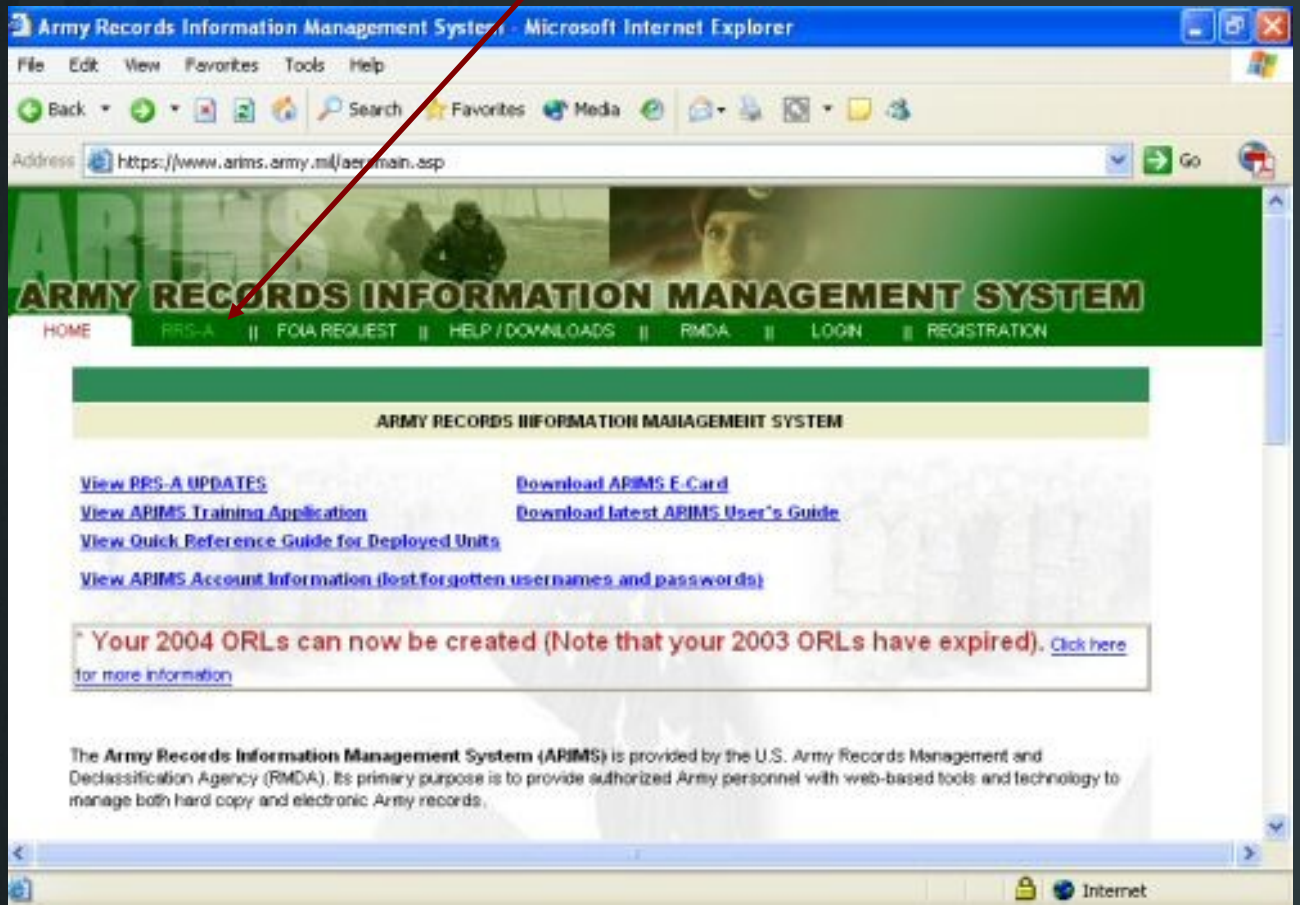
- Click on the RRS-A Tab.
- Click on the “Search by Category” dropdown list.
- Click on Food Program.
- Search by Record number.
  - Type in record number.
  - Select GO.
- Click on Food Program link to select a record.
- Record Retention Schedule is Displayed.

ARIMS – Record Retention

ARIMS Website

Access Records Retention Schedules: Walk-through

- Click on the RRS-A Tab.


Army Records Information Management System - Microsoft Internet Explorer
File Edit View Favorites Tools Help
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Address https://www.arims.army.mil/aer/main.asp
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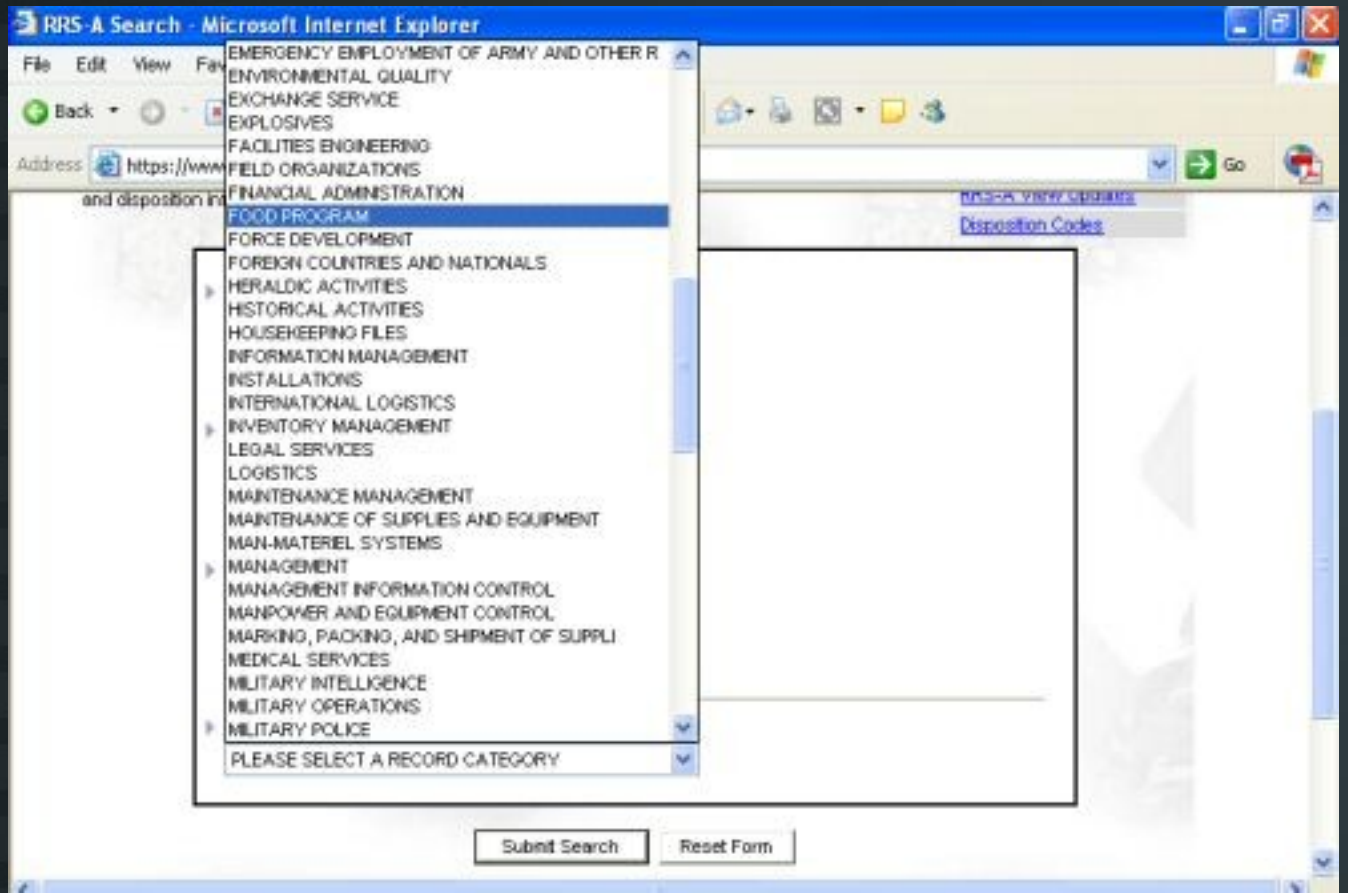
HOME
RRS-A
FOIA REQUEST
HELP / DOWNLOADS
RMDA
LOGIN
REGISTRATION
ARMY RECORDS IIIFORMATION MAIIAGEMEIIT SYSTEM
View RRS-A UPDATES
View ARIMS Training Application
View Quick Reference Guide for Deployed Units
Download ARIMS E-Card
Download latest ARIMS User's Guide
View ARIMS Account Information (lost forgotten usernames and passwords)
Your 2004 ORLs can now be created (Note that your 2003 ORLs have expired). Click here for more information
The Army Records Information Management System (ARIMS) is provided by the U.S. Army Records Management and Declassification Agency (RMDA). Its primary purpose is to provide authorized Army personnel with web-based tools and technology to manage both hard copy and electronic Army records.
Internet

ARIMS – RRS-A Search

ARIMS Website

Access Records Retention Schedules: Walk-through

- Click on the “Search by Category” dropdown list.

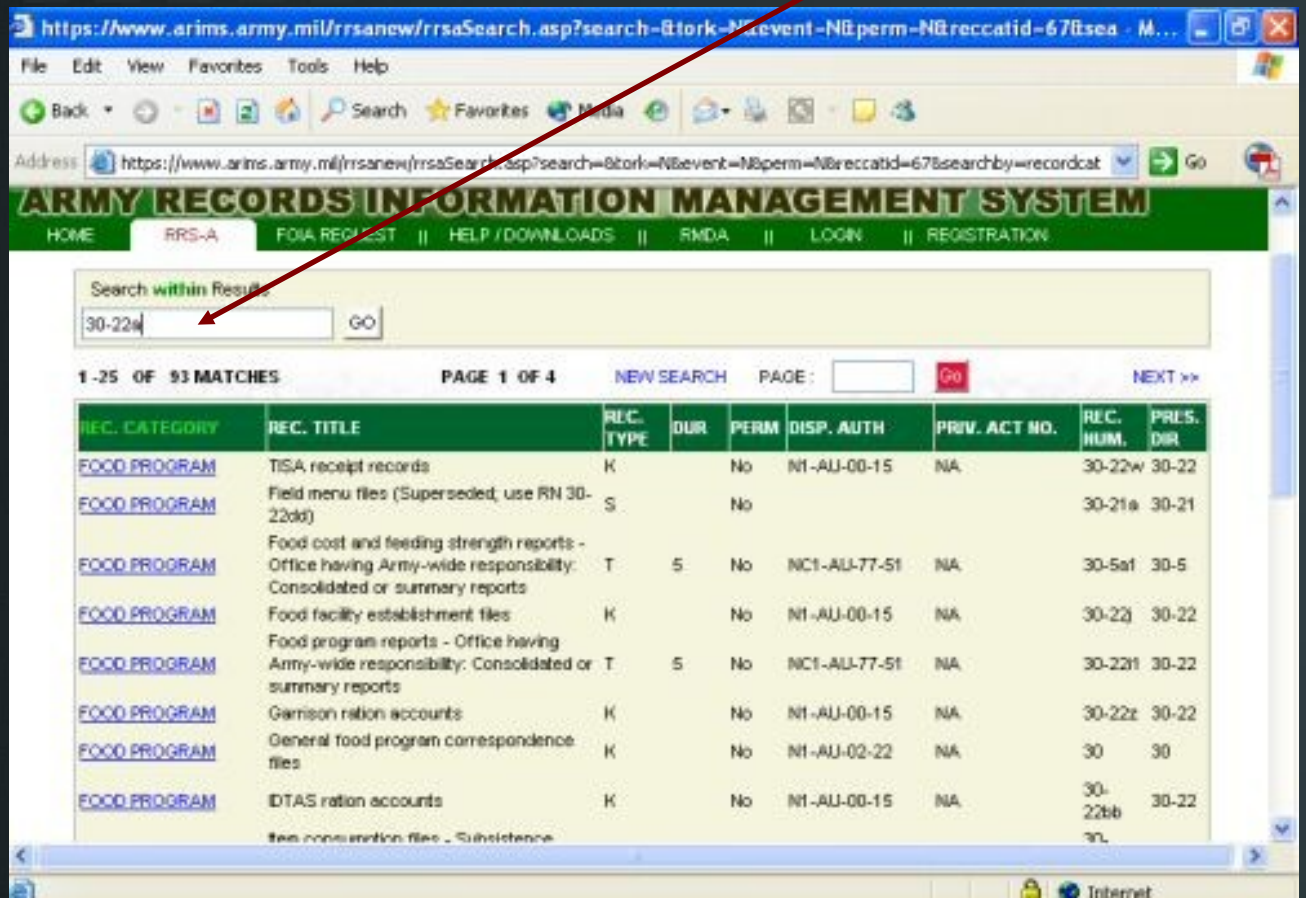


ARIMS – RRS-A Search, Cont.

ARIMS Website

Access Records Retention Schedules: Walk-through

- Click on Food Program. Search by Record Number.

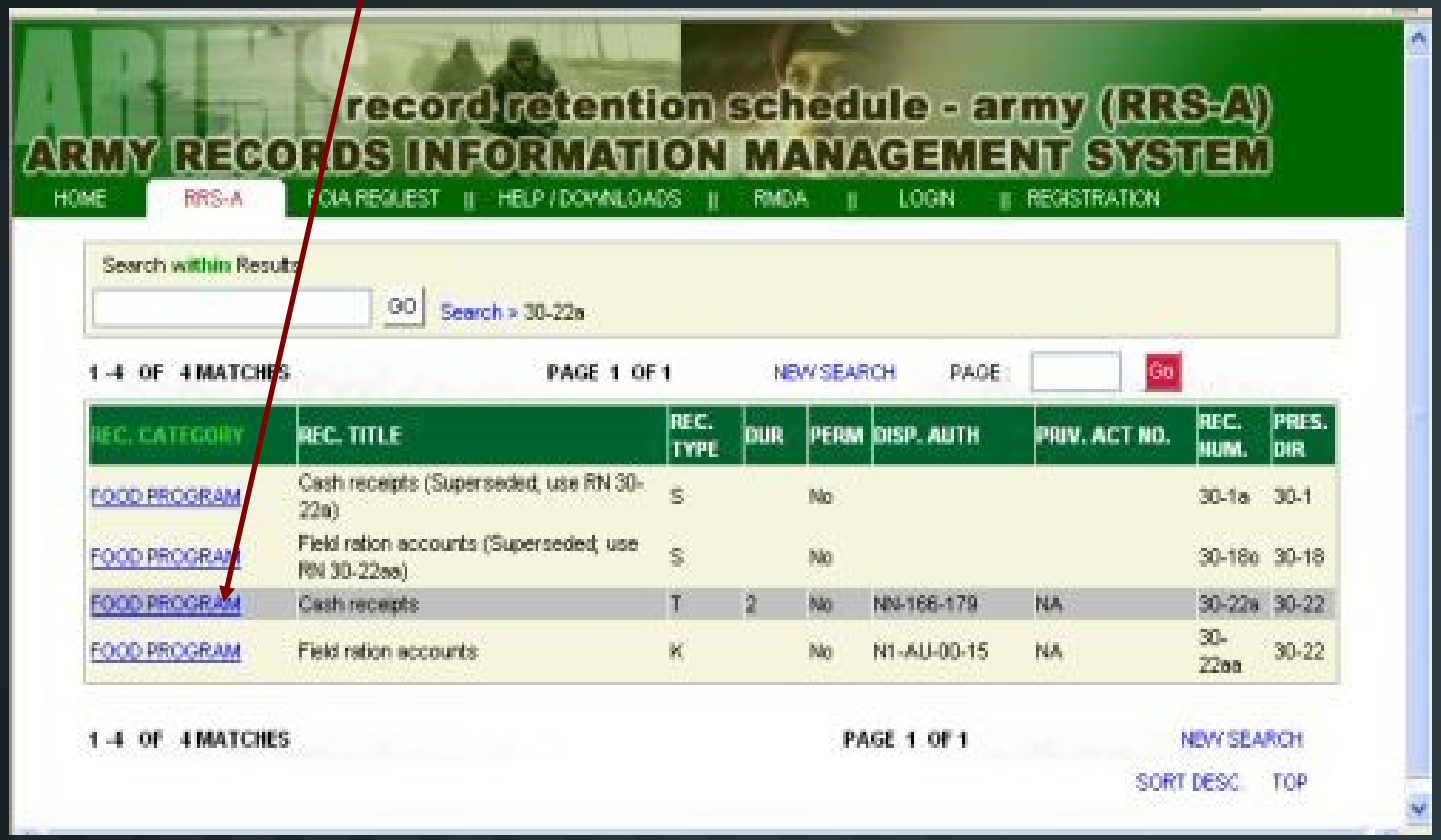

https://www.arims.army.mil/rrsanew/rrsaSearch.asp?search=&tork=N&event=N&perm=N&reccatid=67&sea - M...
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://www.arims.army.mil/rrsanew/rrsaSearch.asp?search=&tork=N&event=N&perm=N&reccatid=67&searchby=recordcat
Go
ARMY RECORDS INFORMATION MANAGEMENT SYSTEM
HOME RRS-A FOIA REQUEST || HELP / DOWNLOADS || RMDA || LOGIN || REGISTRATION
Search within Results
30-22a
GO
1 -25 OF 93 MATCHES
PAGE 1 OF 4
NEW SEARCH
PAGE:
Go
NEXT >>
REC. CATEGORY | REC. TITLE | REC. TYPE | DUR. | PERM | DISP. AUTH | PRIV. ACT NO. | REC. NUM. | PRES. DIR.
FOOD PROGRAM | TISA receipt records | K | | No | N1-AU-00-15 | NA | 30-22w | 30-22
FOOD PROGRAM | Field menu files (Superseded, use RN 30-22dd) | S | | No | | | 30-21a | 30-21
FOOD PROGRAM | Food cost and feeding strength reports - Office having Army-wide responsibility: Consolidated or summary reports | T | 5 | No | NC1-AU-77-51 | NA | 30-5a1 | 30-5
FOOD PROGRAM | Food facility establishment files | K | | No | N1-AU-00-15 | NA | 30-22j | 30-22
FOOD PROGRAM | Food program reports - Office having Army-wide responsibility: Consolidated or summary reports | T | 5 | No | NC1-AU-77-51 | NA | 30-22l1 | 30-22
FOOD PROGRAM | Garrison ration accounts | K | | No | N1-AU-00-15 | NA | 30-22z | 30-22
FOOD PROGRAM | General food program correspondence files | K | | No | N1-AU-02-22 | NA | 30 | 30
FOOD PROGRAM | IDTAS ration accounts | K | | No | N1-AU-00-15 | NA | 30-22bb | 30-22
Internet

ARIMS – RRS-A Search, Cont.

ARIMS Website

Access Records Retention Schedules: Walk-through

- Click on Food Program link to select a record.

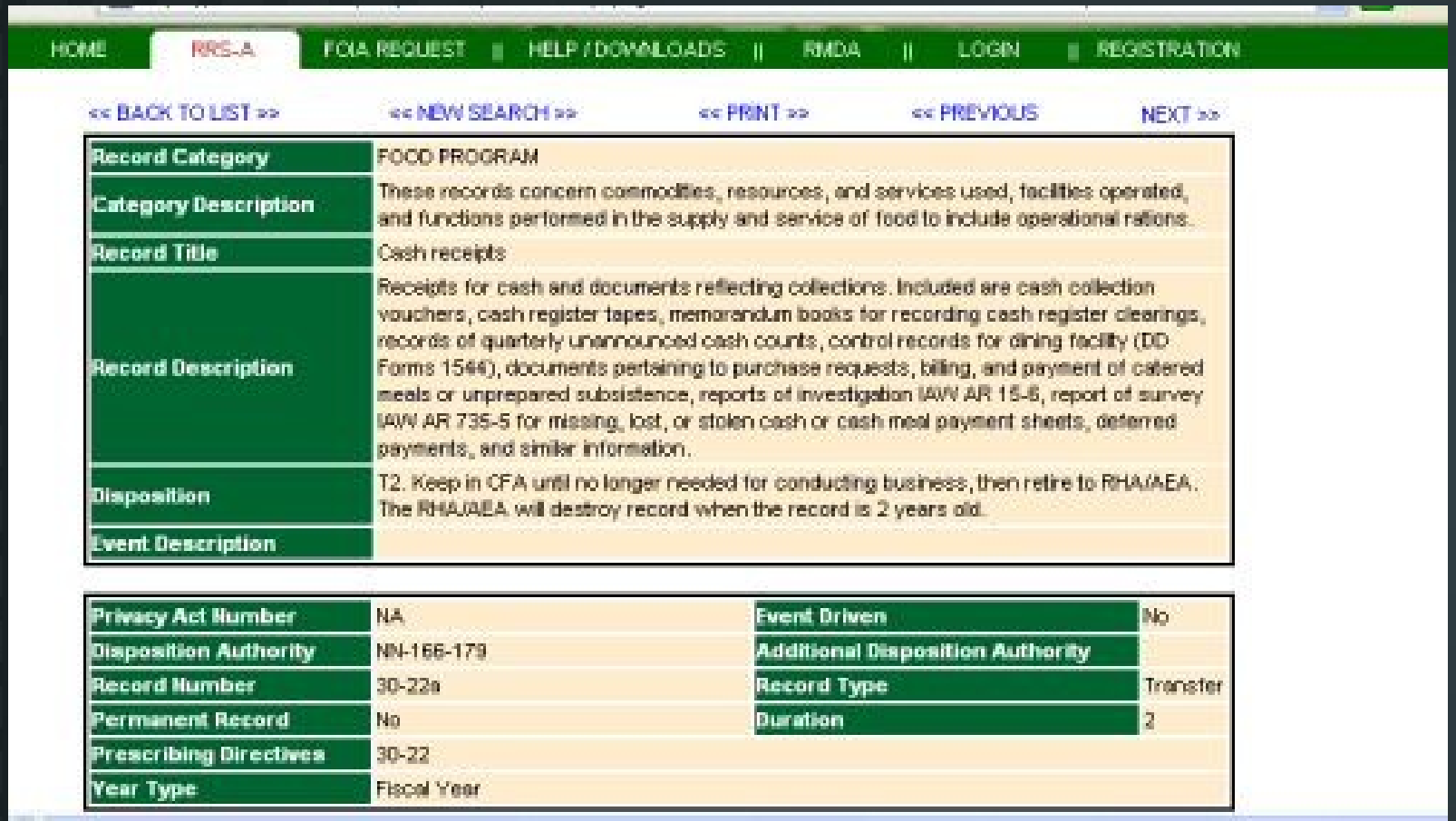


ARIMS – Record Retention Description

ARIMS Website

Access Records Retention Schedules: Walk-through

- Record Retention Schedule is Displayed.

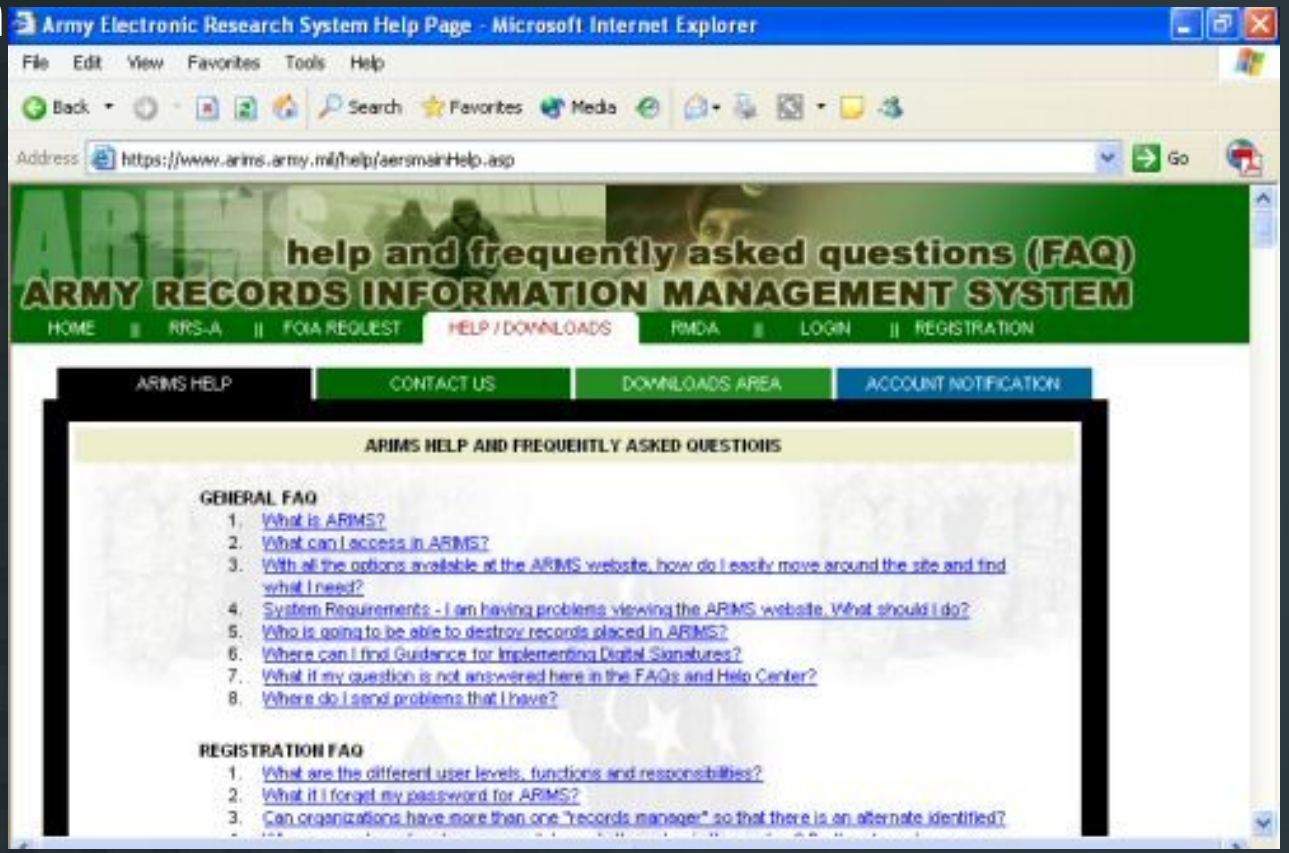

HOME
RRS-A
FOIA REQUEST
HELP / DOWNLOADS
RMDA
LOGIN
REGISTRATION
<< BACK TO LIST >>
<< NEW SEARCH >>
<< PRINT >>
<< PREVIOUS
NEXT >>
Record Category
FOOD PROGRAM
Category Description
These records concern commodities, resources, and services used, facilities operated, and functions performed in the supply and service of food to include operational rations.
Record Title
Cash receipts
Record Description
Receipts for cash and documents reflecting collections. Included are cash collection vouchers, cash register tapes, memorandum books for recording cash register clearings, records of quarterly unannounced cash counts, control records for dining facility (DD Forms 1544), documents pertaining to purchase requests, billing, and payment of catered meals or unprepared subsistence, reports of investigation IAW AR 15-6, report of survey IAW AR 735-5 for missing, lost, or stolen cash or cash meal payment sheets, deferred payments, and similar information.
Disposition
T2. Keep in CFA until no longer needed for conducting business, then retire to RHA/AEA. The RHA/AEA will destroy record when the record is 2 years old.
Event Description
Privacy Act Number
NA
Event Driven
No
Disposition Authority
NN-166-179
Additional Disposition Authority
Record Number
30-22a
Record Type
Transfer
Permanent Record
No
Duration
2
Prescribing Directives
30-22
Year Type
Fiscal Year

ARIMS – Website Registration

ARIMS Website

ARIMS Tools - Registration

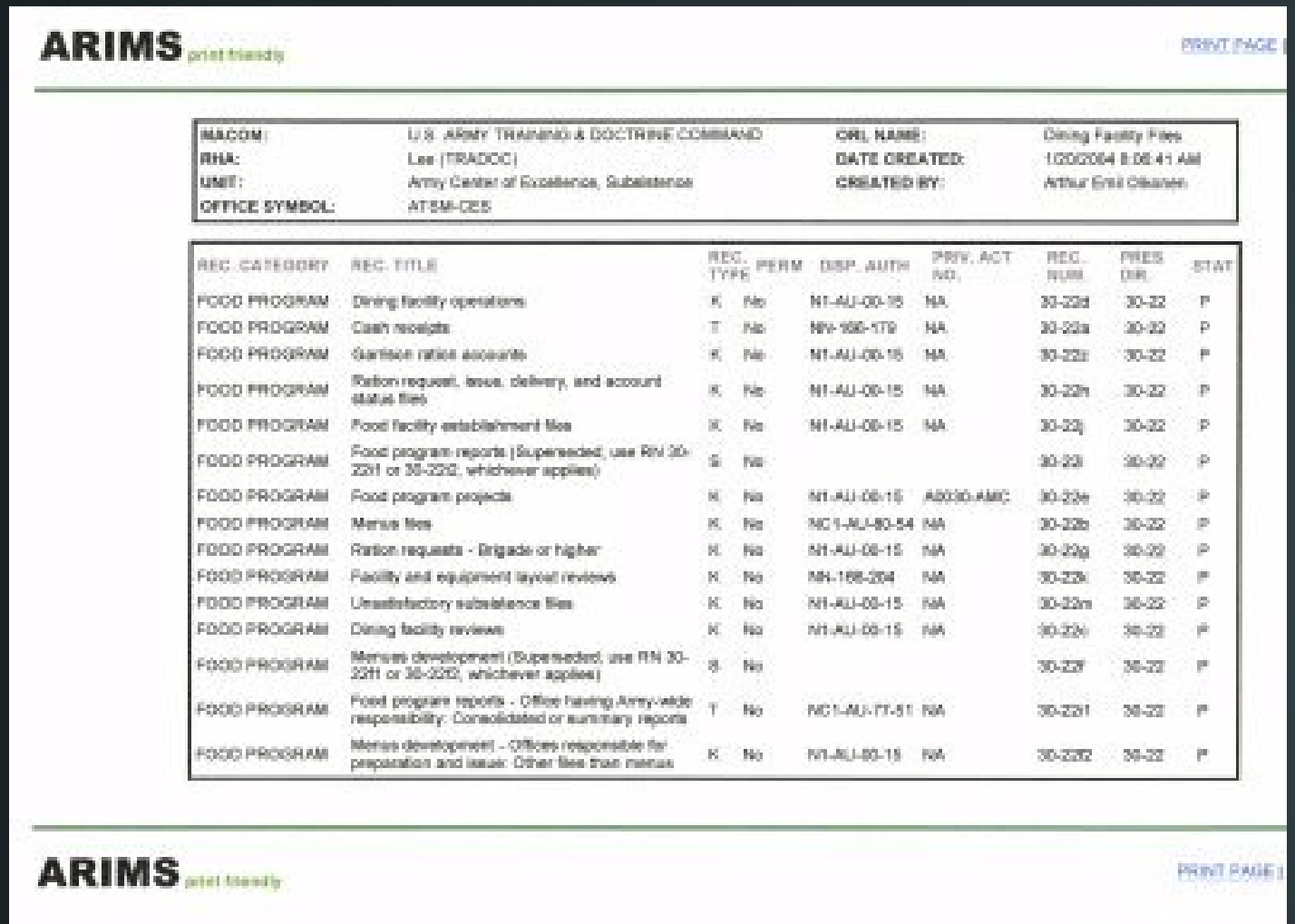
- How to Register: Use the Help options for full explanation


Army Electronic Research System Help Page - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://www.arims.army.mil/help/aersmainHelp.asp
Go
help and frequently asked questions (FAQ)
ARMY RECORDS INFORMATION MANAGEMENT SYSTEM
HOME | RRS-A | FOIA REQUEST | HELP / DOWNLOADS | RMDA | LOGIN | REGISTRATION
ARIMS HELP
CONTACT US
DOWNLOADS AREA
ACCOUNT NOTIFICATION
ARIMS HELP AND FREQUENTLY ASKED QUESTIONS
GENERAL FAQ
1. What is ARIMS?
2. What can I access in ARIMS?
3. With all the options available at the ARIMS website, how do I easily move around the site and find what I need?
4. System Requirements - I am having problems viewing the ARIMS website. What should I do?
5. Who is going to be able to destroy records placed in ARIMS?
6. Where can I find Guidance for Implementing Digital Signatures?
7. What if my question is not answered here in the FAQs and Help Center?
8. Where do I send problems that I have?
REGISTRATION FAQ
1. What are the different user levels, functions and responsibilities?
2. What if I forget my password for ARIMS?
3. Can organizations have more than one "records manager" so that there is an alternate identified?

ARIMS – Website Tools

ARIMS Website

- Example Office Records List (ORL).



ARIMS print friendly

PRINT PAGE

MACOM:	U.S. ARMY TRAINING & DOCTRINE COMMAND	ORL NAME:	Dining Facility Files
RHA:	Lee (TRADOC)	DATE CREATED:	10/20/2004 8:06:41 AM
UNIT:	Army Center of Excellence, Subsistence	CREATED BY:	Arthur Emil Obusan
OFFICE SYMBOL:	ATSM-CES		

REC. CATEGORY	REC. TITLE	REC. TYPE	PERM	DISP. AUTH	PRV. ACT NO.	REC. NUM	PRES DIR	STAT
FOOD PROGRAM	Dining facility operations	K	No	N1-AU-00-15	NA	30-22d	30-22	P
FOOD PROGRAM	Cash receipts	T	No	NN-166-179	NA	30-22a	30-22	P
FOOD PROGRAM	Garrison ration accounts	K	No	N1-AU-00-15	NA	30-22c	30-22	P
FOOD PROGRAM	Ration request, issue, delivery, and account status files	K	No	N1-AU-00-15	NA	30-22h	30-22	P
FOOD PROGRAM	Food facility establishment files	K	No	N1-AU-00-15	NA	30-22j	30-22	P
FOOD PROGRAM	Food program reports (Superseded; use RN 30-2201 or 30-2202, whichever applies)	S	No			30-22i	30-22	P
FOOD PROGRAM	Food program projects	K	No	N1-AU-00-15	AR200-AMC	30-22e	30-22	P
FOOD PROGRAM	Menus files	K	No	NC1-AU-80-54	NA	30-22b	30-22	P
FOOD PROGRAM	Ration requests - Brigade or higher	K	No	N1-AU-00-15	NA	30-22g	30-22	P
FOOD PROGRAM	Facility and equipment layout reviews	K	No	NN-166-264	NA	30-22k	30-22	P
FOOD PROGRAM	Unsatisfactory subsistence files	K	No	N1-AU-00-15	NA	30-22m	30-22	P
FOOD PROGRAM	Dining facility reviews	K	No	N1-AU-00-15	NA	30-22n	30-22	P
FOOD PROGRAM	Menuses development (Superseded; use RN 30-2201 or 30-2202, whichever applies)	S	No			30-22f	30-22	P
FOOD PROGRAM	Food program reports - Office having Army-wide responsibility: Consolidated or summary reports	T	No	NC1-AU-77-51	NA	30-2201	30-22	P
FOOD PROGRAM	Menus development - Offices responsible for preparation and issue: Other files than menus	K	No	N1-AU-00-15	NA	30-2202	30-22	P

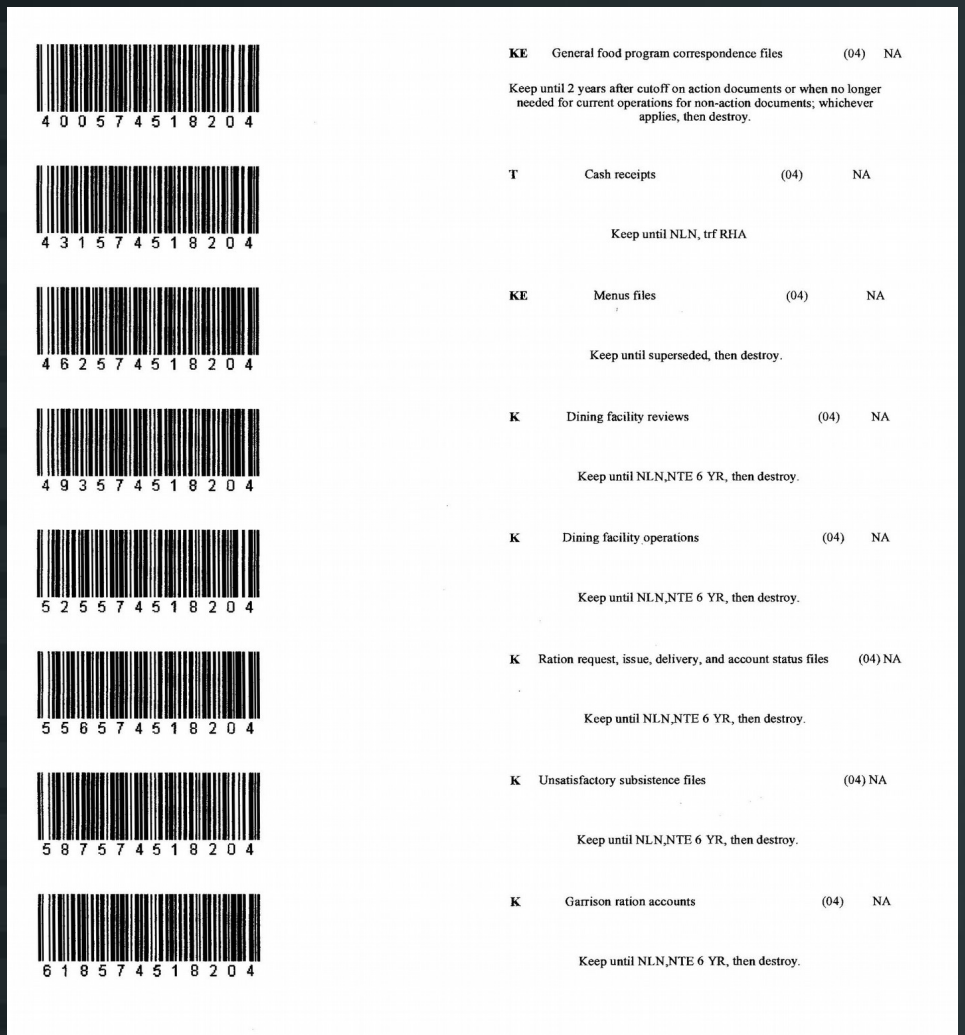
ARIMS print friendly

PRINT PAGE

ARIMS – – Website Tools, Cont.

ARIMS Website

- Example of Printed



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4 6 2 5 7 4 5 1 8 2 0 4

4 9 3 5 7 4 5 1 8 2 0 4

5 2 5 5 7 4 5 1 8 2 0 4

5 5 6 5 7 4 5 1 8 2 0 4

5 8 7 5 7 4 5 1 8 2 0 4

6 1 8 5 7 4 5 1 8 2 0 4

KE General food program correspondence files (04) NA

Keep until 2 years after cutoff on action documents or when no longer needed for current operations for non-action documents; whichever applies, then destroy.

T Cash receipts (04) NA

Keep until NLN, trf RHA

KE Menus files (04) NA

Keep until superseded, then destroy.

K Dining facility reviews (04) NA

Keep until NLN,NTE 6 YR, then destroy.

K Dining facility operations (04) NA

Keep until NLN,NTE 6 YR, then destroy.

K Ration request, issue, delivery, and account status files (04) NA

Keep until NLN,NTE 6 YR, then destroy.

K Unsatisfactory subsistence files (04) NA

Keep until NLN,NTE 6 YR, then destroy.

K Garrison ration accounts (04) NA

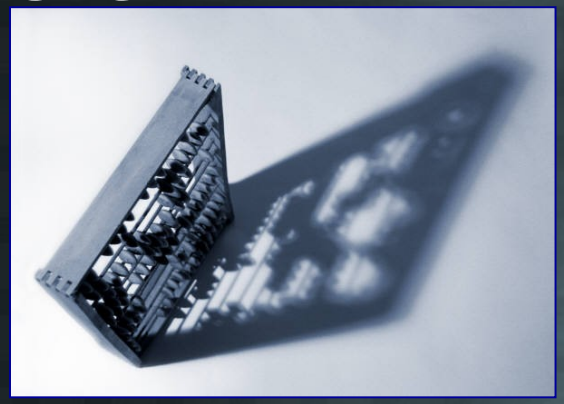
Keep until NLN,NTE 6 YR, then destroy.

Registration:

The FOS must determine if, or how, the “Tools” available with a registered ARIMS account will benefit their operation. They should ask, “How often will I use them?” “Will the File Index and File Labels created in the dining facility BEST suit our needs?”

ARIMS

The Army Records Information Management System

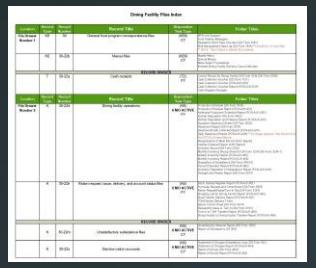


ACES Website Tools for Dining Facility Records

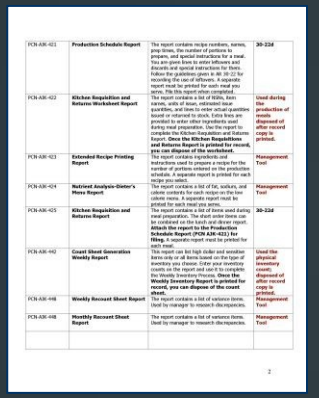
Army Center of Excellence, Subsistence

ARIMS – DFAC Tools

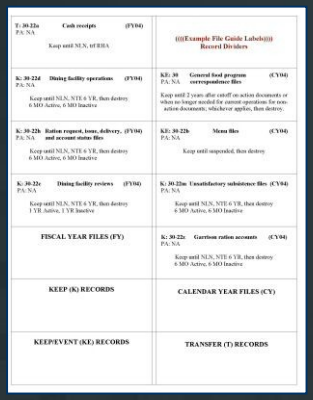
- DFAC Records Management Tools
  - Dining Facility File Index
  - AFMIS/AHC Reports List
  - File Guide Labels



Example File Index



Example AFMIS List



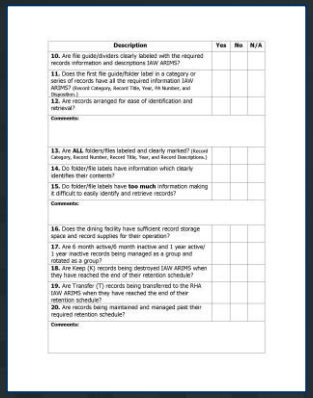
Example File Guide Labels

ARIMS – DFAC Tools, Cont.

- DFAC Records Management Tools
  - Folder Labels for DA/DD Forms
  - Folder Labels for AFMIS Reports
  - Management Checklist

Example Form Labels

Example AFMIS Labels



Example Checklist

ARIMS

The Army Records Information Management System

Visit the ACES Website to learn more about ARIMS

www.quartermaster.army.mil/aces

Army Center of Excellence, Subsistence